



UFL '04

**AWARDS SUBMISSION
PROCESS**

AWARDS SUBMISSION

■ IMPORTANT NOTES ON AWARDS

- DEADLINES
 - 0700, 2 SEP 04 FOR PYONGTAEK PRESENTATION
 - COB, 15 SEP 04 FOR GARRISON PRESENTATION
- ALL NMCAM'S **WILL** BE SUBMITTED VIA THE ELECTRONIC AWARDS SYSTEM (EAS)
- CERTCOM'S AND MERIT MASTS WILL BE TYPED IN MICROSOFT WORD
- SNCO'S OR OFFICERS MAY ORIGINATE; HOWEVER ONLY OFFICERS MAY SUBMIT VIA THE EAS.

AWARDS SUBMISSIONS

- ALL AWARDS **WILL** BE:
 - SUBMITTED VIA NIPR (NO EXCEPTIONS)
 - NIPR WITHIN COC AREA
 - **NOT** THE MCCS INTERNET CAFE
 - SUBMITTED TO THE G1 AWARDS BOX:
 - G1AWARDS@3MARDIVDM.USMC.MIL
(PYONGTAEK)
 - AWARDS3@3DIV.USMC.MIL (GARRISON)
- **ON TIME!!!!!!**

AWARDS SUBMISSION

- CRITERIA
 - SPECIFIC ACHIEVEMENT (IMPACT)
- REMEMBER, NOT EVERYONE RATES AN AWARD.
 - **THERE IS NO QUOTA SYSTEM!**
- CONSIDERATIONS
 - BASED ON QUANTIFIABLE RESULTS
 - RECOGNITIONS OTHER THAN NMCCAM'S
 - MERIT MASTS, CERTCOMS, LOA'S

AWARDS SUBMISSION

- FIRST, ENSURE YOU ARE ON A NIPR COMPUTER
- NEXT, LOG ON TO THE 3D MARINE DIVISION WEB SITE:
WWW.3DIV.USMC.MIL

AWARDS SUBMISSION

The Few. The Proud.

U.S. MARINES IN JAPAN

3D Marine Division

Okinawa, Japan

COMMAND STAFF

COMMANDING GENERAL	SERGEANT MAJOR	CHIEF OF STAFF
COMMAND MASTER CHIEF	G1	G2
G3	G4	G3
DIVISION INSPECTOR	DIVISION SURGEON	CHAPLAIN
COMPTROLLER	EOA	SIA

SUBORDINATE UNITS

HOBN	4TH MARINES	12TH MARINES
3D BN 12TH MARINES	3RD RECON BN	CMBT ASLT BN
3RD MARINES		

POPULAR LINKS

WELCOME TO OKINAWA	MCB BUTLER	IIMEF
1ST MAW	3RD FSSG	USMC HOMEPAGE
MY PAY	VTC REQUEST FORM	MARINES ONLINE
HELPDESK	DIVISION ORDERS	OWA

Any Questions, Concerns or Comments? Email the [Webmaster](#) | [Privacy Policy](#) | Last Update 2004 JUL 10

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3D MARINE DIVISION G-1 HOME PAGE



[DIVISION G-1 STAFFSEC/DEPUTY/OPERATIONS/SJA/NAVY](#)

[G-1 ADJUTANT WEBSITE](#)

[G-1 PERSONNEL WEBSITE](#)

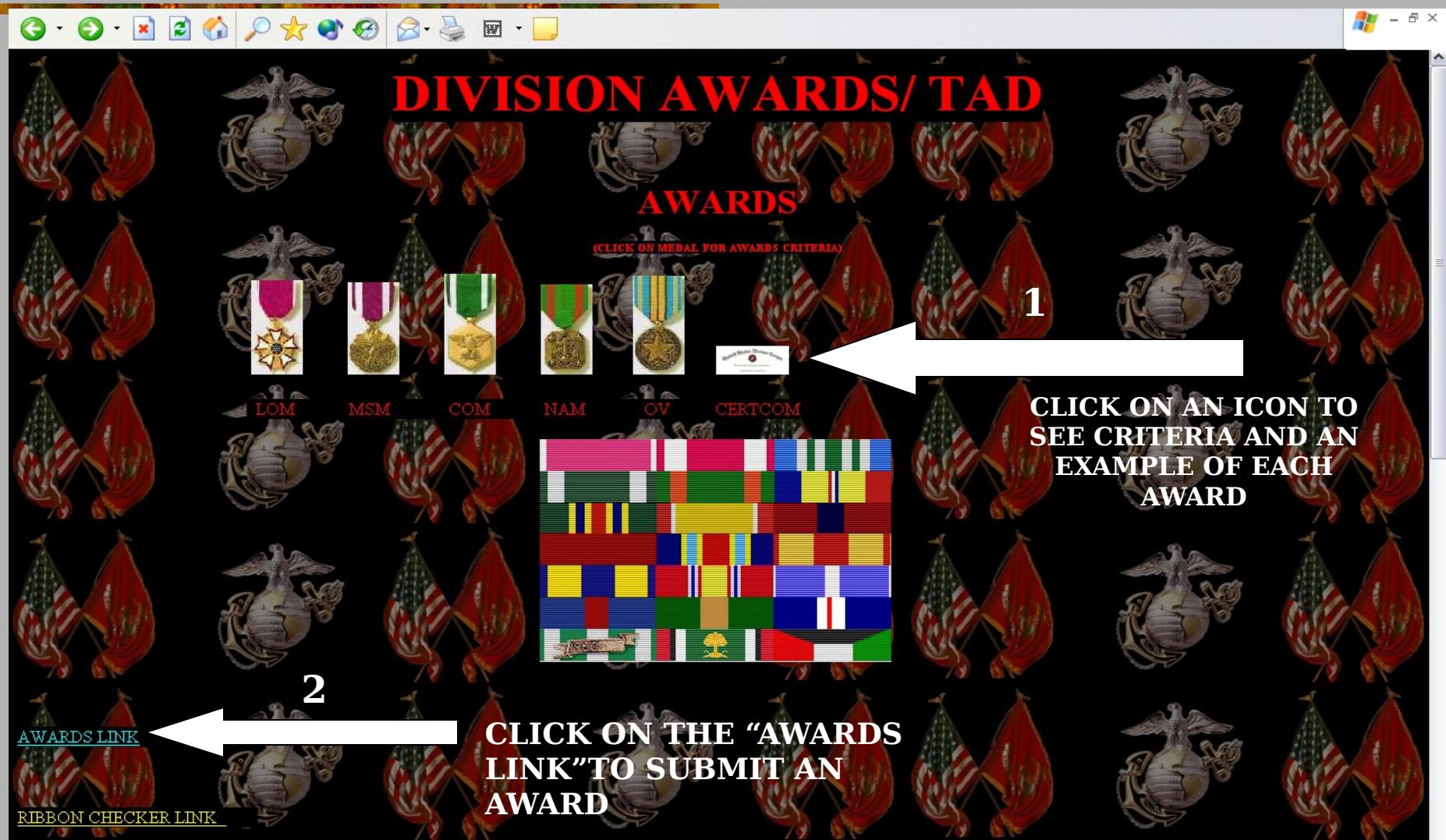
[CAREER RETENTION SPECIALIST](#)

**CLICK ON THE “G-1
ADJUTANT WEBSITE”**

AWARDS SUBMISSION

CORRESPONDENCE CHIEF	DSN 622-9312
CORRESPONDENCE CLERK	DSN 622-9589
CORRESPONDENCE CLERK	DSN 622-7534
VOTING	
VOTING OIC	DSN 622-0180
ASSISTANT VOTING OIC	DSN 622-9580
KV/FAMILY READINESS	
FAMILY READINESS OFFICER	DSN 622-9555
ASSISTANT FAMILY READINESS OFFICER	DSN 622-9554
KEY VOLUNTEER ADVISOR	DSN 622-9503
ADJUTANT POPULAR LINKS	
MARADMIN LINK	www.usmc.mil/maradmins/maradmin2000.nsf/maradmins
ALMARS LINK	www.usmc.mil/almars/almar2000.nsf/almars
DIVISION ORDERS LINK	
DIVISION AWARDS	
VOTING LINK	www.usap.gov
SCROLL DOWN AND CLICK ON "DIVISION AWARDS"	
The above link will give you instructions how to fill out your FPCA and where in your home state to mail it too. When you open the website click on the "STATE BY STATE INSTRUCTIONS" on the left side, scroll down and find your state.	
Marine Corps Family Team Building	www.usmc-mccs.org/MCFTB/fa_te_build_main.html
FITREP INVENTORY LINK (CHECK TO SEE IF YOUR FITREP HAS POSTED)	FITREP SCHEDULE
MYPAY LINK	https://mypay.dfas.mil/mypay.aspx
COMMISSIONING PROGRAMS	https://web.mcrs.usmc.mil/G3/Officer/welcome.htm
BACK	

AWARDS SUBMISSION



AWARDS SUBMISSION

NAVY-MARINE CORPS
ACHIEVEMENT MEDALS
(NMCAM)

AWARDS SUBMISSION

Registration
References
Submit an Award
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Civilian Awards
MMMA Points of Contact
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Tutorial
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CLICK REGISTRATION AND FOLLOW INSTRUCTIONS IF YOU DON'T HAVE A USERNAME AND PASSWORD. AFTER REGISTERING, CLICK ON "SUBMIT AN "AWARD."

CLICK SUBMIT AN AWARD IF YOU ALREADY HAVE AN USERNAME & PASSWORD

(This site is best viewed through Internet Explorer 5.0 or higher) NEW You may now update your email address by clicking the Registration link... NEW

[Headquarters, U. S. Marine Corps Awards Processing System](#)

[Military Awards Branch Home Page](#)

[Email Military Awards Branch](#)



AWARDS SUBMISSION

Marines

Submit An Award

Click on the ribbon for unit, CAR, or HSM submissions.

[Personal Award](#)

DM

LM Legion of Merit

MM

NC

NA

OV

CR

PU

NU

MU

HS

SSDR

**CLICK ON THE
"PERSONAL
AWARDS" LINK**



Sub

Click on the ribbon for unit, CAR, or HSM submissions

[Personal Award](#)



LM



MM



NA



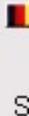
OV



NU



HS



Connect to kuwait.manpower.usm...

/manpower/mm/mmma

User name:

Password:

Remember my password

OK Cancel



**ENTER YOUR
USERNAME &
PASSWORD**

AWARDS SUBMISSION

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Marines Enter Marine's SSN

SSN: 012345678

has been recommended for the following:

If the Marine has already been recommended for the correct award and period, take no action by clicking the Cancel button.

If you want to recommend the Marine for another award, click OK.

OK Cancel

Note: The auto-population is now activated by clicking a hotspot above the SSN in Block 1. This feature will only work for U. S. Marine Corps personnel.

UNCLASSIFIED ONLY

1. The Marine Corps Electronic Awards Submission web site is not configured to accept or process classified awards. Do not submit classified awards through the electronic awards submission system.

2. If you are unsure if this award submission is classified, please contact your G/S-2.

3. If the award is classified it can be inducted for review and decision as a paper award as an exception to Marine Corps policy. A hard copy NAVMC 1650 with the appropriate chain of command endorsements, summary of action and proposed citation can be sent to the address below.

Headquarters U.S. Marine Corps
Personnel Management Division MMMA
3280 Russell Road
Quantico VA 22134-5103

THEN CLICK "OK"

4. Links to the appropriate references governing the transmittal of classified information are found below:

(a) [DOD 5200.1-R Chap 7](#)

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PERSONAL AWARD RECOMMENDATION

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Submit (Click here to submit to next reviewer/endorser/approver)

(Click here to return to the home page - your work will not be saved) **Close**

**** ENSURE ALL BLOCKS ARE FILLED IN, SIGNED AND DATED. COMPLETE MAILING ADDRESS IS REQUIRED****

PREPARER'S EMAIL ADDRESS: ← **PLACE YOUR OKINAWA NIPR EMAIL ADDRESS HERE**

FORWARDING EMAIL ADDRESS: ← [Email Address](#)

CARBON COPY EMAIL ADDRESS:

COMMENTS:

FROM ADDRESS: ← **STAFF PRINCIPAL (AC/S, G-1)**

COMMAND POC EMAIL ADDRESS: ← **PHONE # IN THE REAR**

PHONE NUMBER: ← **PHONE # IN THE REAR**

1. SOCIAL SECURITY NUMBER:
[Click here to populate form \(for Marines only\)](#) ← **FORM WILL POPULATE PERSONNEL INFO**

012345678

2. DESIGN/NEC/MOS:

3. NAME (Last Suffix, First MI):

4. COMPONENT (USMC, USMCR, etc.): ← **SELECT FROM DROP-DOWN MENU**

16. NEW DUTY STATION (Home address if separation anticipated): ← **JUST PUT "N/A"**

ADDRESS:

5. RANK: ← **BILLET FILLED WHILE ON EXERCISE**

17. UNIFORM NUMBER AND GRADE:

18. DUTY ASSIGNMENT:

6. WARFARE DESIGNATOR:

7. UIC/RUC:

8. RECOMMENDED AWARD: ← **TYPE "13001"**

19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED (exclude Purple Heart and Combat Action Ribbon):

TO (Awarding Authority) ADDRESS: ← **CG, 3D MARDIV**

14. EXP OF ACTIVE DUTY:

IF RETIREMENT, NUMBER OF YEARS:

15. EST. DATE OF DETACHMENT/CEREMONY:

RETIREMENT
 TRANSFER
 TERMINAL LEAVE
 IMPACT AWARD ← **CLICK "IMPACT AWARD"**

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8. RECOMMENDED AWARD: **SELECT FROM DROP-DOWN MENU**

9. SPECIFIC ACHIEVEMENT
(Impact Award): No **SELECT "YES"**

10. HEROIC MERITORIOUS HEROIC POSTHUMOUS MERITORIOUS POSTHUMOUS MIA

11. NUMBER OF AWARD OF RECOMMENDED MEDAL: 1

12. ACTION DATE/MERITORIOUS PERIOD:
yyyy mm dd To: yyyy mm dd

13. GEOGRAPHIC AREA OF ACTION/SERVICE:
CONUS

22. I certify the facts contained in the summary of action are: Known to me a matter of record

NAME, GRADE, TITLE OF ORIGINATOR:

23. FORWARDING ENDORSEMENTS BY VIA ADDRESSEE(S). (Attach additional sheets only as necessary)

VIA COMMAND (to be completed by originator)	RECOMMENDED AWARD	COMBAT "V"	SIGNATURE, GRADE	DATE
1	<input type="text"/>	<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="text"/>	DATE FWD
2	<input type="text"/>	<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="text"/>	
3	<input type="text"/>	<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="text"/>	

THE STAFF PRINCIPAL, IF NOT THE
ORIGINATOR

24. TO BE COMPLETED BY AWARDING AUTHORITY

DISPOSITION OF BASIC RECOMMENDATION	COMBAT "V"	EXTRAORDINARY HEROISM RECOMMENDED	SIGNATURE, GRADE, TITLE	DATE
<input type="text"/>	<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input checked="" type="radio"/> NO	<input type="text"/>	

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Summary of Action:





**FOR IMPACT AWARDS
BE SHORT AND
CONCISE. BULLETIZED
IS PREFERRED METHOD**

**CITATION CANNOT
BE MORE THAN
1,090
CHARACTERS. (9
LINES)**

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PERSONAL AWARD RECOMMENDATION

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FORWARDING EMAIL ADDRESS: [Search Email Addresses](#)

CARBON COPY EMAIL ADDRESS:

COMMENTS:

FROM ADDRESS:

COMMAND POC EMAIL ADDRESS: PHONE NUMBER:

1. SOCIAL SECURITY NUMBER: 2. DESIG/NEC/MOS:

[Click here to populate form \(for Marines only\)](#)
012345678

3. NAME (Last Suffix, First MI):

4. COMPONENT (USMC, USMCR, etc.): 16. NEW DUTY STATION (Home address if separation anticipated):
 ADDRESS:

5. RANK: 17. UNIT AT TIME OF ACTION/SERVICE: 18. DUTY ASSIGNMENT:

6. WARFARE DESIGNATOR: 7. UIC/RUC: 19. PREVIOUS PERSONAL DECORATIONS AND PERIOD RECOGNIZED
(exclude Purple Heart and Combat Action Ribbon):

8. RECOMMENDED AWARD: 9. SPECIFIC ACHIEVEMENT:

AFTER 1650 IS COMPLETE, CLICK SUBMIT. ENSURE THAT THE G1 AWARDS EMAIL ADDRESS IS CORRECT IN THE "FORWARDING EMAIL ADDRESS" BLOCK.

14. EXP OF ACTIVE DUTY:
TO (forwarding email) ADDRESS:

15. EST. DATE OF DETACHMENT/CEREMONY:

RETIREMENT
 TRANSFER
 TERMINAL LEAVE
 IMPACT AWARD

Internet

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AWARDS SUBMISSION

■ OPENING LINES

- IMPACT NMCAM'S
 - "FOR PROFESSIONAL ACHIEVEMENT"
- CERTCOM'S
 - "FOR PROFESSIONAL ACHIEVEMENT"
- MERIT MASTS
 - "FOR EXCEPTIONAL PERFORMANCE"

